

Chapter 3 Assignment, Occupancy, and Termination

Section I General

3-1. Scope

This chapter establishes policies for eligibility, assignment, occupancy, and termination of Government-owned or-controlled family housing, UPH(PP), UPH(TDY), and GH.

3-2. Grade comparisons

The grades of DOD civilian employees will be integrated into military grade groups as shown in table 3-1.

Table 3-1
Military and civilian schedule of equivalent grades

Military grade group	Civilian grade group (See note)				
	Senior executive service/Senior level	General schedule	Educators (20 USC 901-907)	Nonappropriated fund employees	Wage system
0-7 thru 0-10	SES 1 thru 6 ES 1 thru 6	GS-16 thru GS-18	--	NF6	--
0-6	--	GS-15	--	NF5	WS-14 thru WS-19 WL-15 and production support equivalents
0-5	--	GS-13 and GS-14	Schedule K		
0-4	--	GS-12	Teaching principals, schedule L	NF4	WS-8 thru WS-13 WL-6 thru WL-14
0-3	--	GS-10 and GS-11	Schedule C, Step 4 and above, and schedules D-F and M-O		
0-2 W-3 thru W-5	--	GS-8 and GS-9	Schedule C, Steps 1-3	NF3	WG-12 thru WG-15 and production support equivalents
0-1 W-1 and W-2	--	GS-7	--		WS-1 thru WS-7 WL-1 thru WL-5 WG-9 thru WG-11
E-7 thru E-9	--	GS-6	--		
E-5 and E-6	--	GS-5	--		
E-4	--	GS-4	--	NF2	WG-1 thru WG-8
E-1 thru E-3	--	GS-1 thru GS-3	--	NF1	

Notes:

This table is based on the military/civilian relationship established for Geneva Convention purposes. NAF positions will be considered equivalent to their counterparts under the General Schedule and Wage System. Senior Executive Service positions shall be considered equivalent to GS-16 through GS-18 positions. Senior Level positions shall be considered equivalent to Senior Executive Service positions. For the Wage System, when a more precise relationship to military rank or General Schedule grades is necessary, this shall be determined by the installation commander using the grade groupings in the table as a guide. Equivalent grades for other civilian employees not included in the table shall be determined by the installation commander using the table as a guide.

Section II Assignment of Family Housing

3-3. Eligibility for family housing

The following categories of personnel are eligible for family housing:

- Military personnel with accompanying family members; with accompanying command sponsored family members in overseas areas.
- DOD civilian employees and civilians who are DOD-sponsored civilian personnel as authorized by this regulation.
- Foreign military trainees, foreign Personnel Exchange Program and integrated personnel, special projects personnel (foreign military and civilian), and foreign liaison personnel as authorized by this regulation.
- Unmarried chaplains and unaccompanied married chaplains

when adequate UPH is not available. (See also paras 3-6n, 3-30, and 5-5b.)

3-4. Designation of housing

a. The installation commander designates housing for occupancy by personnel in various pay grade groups. Family housing should be designated for occupancy as follows:

- General and flag officers (010 through 07).
- Senior grade officers (06).
- Field grade officers (05, 04, CW5, and CW4).
- Company grade officers (03 through 01, CW3 through W01).
- Enlisted personnel (E9 through E1); may be further categorized, that is, senior noncommissioned officers (NCOs) (E9 through E7)/junior NCOs and junior enlisted (E6 and below); may be even further categorized based upon the needs of the installation.

b. The installation commander further designates specific DUs

for use by personnel assigned to selected key and essential positions. These include special command positions (para 13-9), installation commanders in the grade of Colonel (0-6) (para 9-16), the Sergeant Major of the Army (SMA) (para 9-32), and special command sergeant major (CSM) positions (para 9-31).

c. Commanders will ensure equitable distribution of family housing assets among all pay grades by means of reallocation/redesignation action (chap 5).

3-5. Bedroom eligibility

The following bedroom eligibility guidelines may be modified by the installation commander to meet local requirements:

a. Sponsor or sponsor and spouse should be assigned one bedroom. Authorized family members who are married to each other (for example, dependent parents of sponsor or sponsor's spouse) should also be assigned one bedroom.

b. Each family member may be assigned one bedroom, if existing family housing inventory permits.

(1) The soldier may choose to be assigned to a DU where more than one family member shares a bedroom.

(2) The installation commander may stipulate two family members share a bedroom for equitable distribution of the inventory

c. The minimum criteria for assigning family housing based on family bedroom needs are set forth in table 3-2.

Table 3-2
Minimum criteria for family housing assignment based on family bedroom needs

Number of family members (excluding spouse)	Bedrooms
None	1
One	2
Two, except as follows:	2
—one 10 years or over	3
—one 6 years or over and other opposite sex	3
Three, except as follows:	3
—two, 10 years or over	4
—one 10 years or over and other two opposite sex of each other with one 6 years or over	4
Four, except as follows:	3
—one 10 years or over	4
—one 6 years or over and all of the other three opposite sex of the one	4
—two 6 years or over of opposite sex and other two same sex	4
—two 10 years or over and other two opposite sex of each other with one 6 years or over	5
—three 10 years or over	5
Five, except as follows:	4
—two or more 10 years or over	5
—one 10 years or over, with one 6 years or over and of the opposite sex of the other three	5

d. Officers in the grade of colonel (06) and above normally should be assigned a minimum of four bedrooms. Soldiers in the grades of lieutenant colonel (05), major (04), chief warrant officer (CW5 and CW4), sergeant major (E9), and master sergeant (E8) normally should be assigned a minimum of three bedrooms. Soldiers in the grade of sergeant first class (E7) may be assigned a minimum of three bedrooms when existing facilities permit.

e. When the sponsor or spouse is pregnant (as confirmed by medical authority) and is accompanied by other family members, the sponsor may apply for and occupy housing with a separate bedroom for the expected child.

f. Family members who are severely physically or mentally disabled, as confirmed by medical authority, are authorized a separate bedroom.

3-6. Assignment provisions

a. Assignment will not be made unless the sponsor is expected to occupy the housing for a minimum of six months. Soldiers married to soldiers whose spouses accompany them are authorized assignment to family housing on the same basis as other married personnel.

b. Unmarried sponsors with accompanying (command sponsored for OCONUS) family members will compete equally with married sponsors for family housing. This includes sponsors whose sole family members are expected to reside with them full time based on legal custody but who are enrolled as full time students at an institute of higher learning.

c. In cases where courts award joint custody of children and the

soldier has no other family members, assignment to family housing is authorized only if the soldier has physical custody of the children for more than 6 months per year. Family housing applicants must submit copies of court documents which provide for physical custody of the children for more than 6 months per year.

d. Personnel will not be assigned to more than one family housing DU at the same time. During intra-post moves the effective date of assignment to the new DU will be the same as the effective date of termination from the old DU. The resident forfeits BAQ for only one DU. Therefore, the other unit should be considered vacant for utilization reporting purposes.

e. Pregnant military personnel (with no other family members) will not be assigned to family housing until the birth of the child.

f. Sponsors with exceptional family members may forward a request for special housing consideration in writing to the DPW Housing Management Division. The Housing Manager, in conjunction with the medical department and the Exceptional Family Member Program (EFMP) Committee, will make a recommendation to the installation commander.

g. Accompanied foreign military trainees may be assigned family housing only after all U.S. military requirements are satisfied.

h. Personnel Exchange Program personnel function as fully integrated members of the U.S. Army and will be housed on the same basis (that is, grade category and priority) as equivalent United States personnel.

i. The foreign personnel below may be assigned excess family housing unless a Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA) dictates otherwise. Foreign military

personnel who claim housing eligibility due to the provisions of an MOU or MOA must provide a copy of the document to support their application.

(1) Special projects personnel (foreign military and civilian) who participate in specific projects, studies, or programs mutually beneficial to the United States and their parent government.

(2) Foreign liaison personnel who function in behalf of their government.

j. DOD civilian employees, except key and essential personnel as determined by the installation commander, shall rely on private communities for housing support. When assigned to military family housing, DOD civilian employees will be integrated into grade categories per table 3-1.

(1) In CONUS, Alaska, and Hawaii installation commanders may grant exceptions to civilian employee reliance on private sector housing for valid reason, such as isolated duty location. Where military family housing is provided, rent will be charged per AR 210-12.

(2) In foreign countries and U.S. possessions and territories, DOD U.S. citizen civilian employees (both APF and NAF) recruited in the United States may be authorized to occupy military family housing without charge, if adequate housing in the private community is not available. These personnel will forfeit their housing allowances or living quarters allowances (LQAs). Forfeited allowances, in an amount equal to the actual costs of housing services rendered (to include utilities), will be transferred to AFH as a reimbursement. However, as housing for key and essential civilian employees is funded by APF direct appropriations, housing allowances forfeited by them is statutorily prohibited from transfer to AFH as a reimbursement.

(3) The housing of DOD civilian employees who are not key and essential personnel will not be used as justification to retain excess military family housing. However, where divestiture of excess military family housing is not feasible, the following action may be taken:

(a) In the United States, installation commanders may lease excess family housing in remote areas to DOD civilian employees. Such housing will be provided on a rental basis in accord with AR 210-12.

(b) In foreign areas, where not prohibited by a Status of Forces Agreement (SOFA), DOD U.S. citizen civilian employees (both APF and NAF) and DOD-sponsored U.S. citizen civilian contractor personnel may be assigned to excess military family housing on a voluntary basis or as a condition of employment. Before offering housing as a condition of employment, coordination must be made with the local housing authority. Contractor personnel may be assigned to excess military family housing if their contract specifically includes housing or the MACOM approves the exception. These personnel must voluntarily authorize the use of their LQA to reimburse AFH for the actual costs of housing services rendered (including utilities costs). The actual costs of military family housing must be less than LQA. The host MACOM will administer and execute MIPRs under funded reimbursable procedures. The assignment of civilians must not prevent the future assignment of soldier families to military family housing.

k. Where DOD-sponsored civilian personnel (for example, U.S. or third country national bank employees and key contractor personnel) serving DOD military installations at overseas locations cannot obtain suitable housing in the vicinity of the installation, they may occupy DOD family housing on a rental basis as determined per AR 210-12, where not prohibited by a SOFA. Priority for assignment will be determined by the installation commander.

l. When American Red Cross personnel are provided Government housing in the United States, the Red Cross personnel or the American National Red Cross shall pay the rental rate established in accord with AR 210-12. In foreign countries, Red Cross personnel will be furnished housing on the same basis as DOD civilian employees. Where DOD civilian employees are furnished Government housing without charge, Red Cross personnel also shall be furnished housing without charge.

m. In overseas locations, housing may be provided on a reimbursable basis to the United Service Organizations, Incorporated (USO) executive and professional staff where it is within the capability of the overseas military command and not prohibited by a SOFA. The rates charged will be equal to the housing allowances or rate charged to equivalent grade civil service employees.

n. Unmarried chaplains and unaccompanied married chaplains will compete equally with sponsors within the appropriate grade category when adequate UPH is not available. They will not be required to share family housing. In all circumstances, assignments will result in forfeiture of housing allowances. Diversion of the family housing DU is required per paragraph 5-5b. (See paras 3-3d, 3-30, and 5-5b.)

o. Installation commanders will allow spouses to sign for housing and furnishings in the absence of the sponsor. A power of attorney or notarized statement is not required.

p. Chief Warrant Officers in grades CW5 and CW4 will be assigned field grade officer housing unless they voluntarily accept company grade housing. Such acceptance will remain in effect until departure from the installation.

q. Under unusual circumstances housing may be assigned to personnel in one pay grade category above or below that for which housing is designated. When assigning housing under these circumstances, the housing manager will ensure that assignments reflect an equitable distribution of assets among pay grades.

3-7. Assignment priorities

Assignment priorities are in table 3-3. (Table 3-3 is located at the end of this chapter.)

3-8. Waiting lists

a. A waiting list shall be established for each designation of family housing by bedroom composition. Separate waiting lists may be established when the housing units are designated for special uses, such as students. The sponsor's grade and bedroom requirement will determine the waiting list on which the name is placed. The relative position on a waiting list will be determined by the eligibility date criteria set forth in paragraph 3-9. All other criteria being equal, the position on the waiting list will be determined by rank and date of rank with the senior member having the higher priority.

b. An applicant may elect, in writing, to be placed on a waiting list for housing with less bedrooms than that authorized. If housing is assigned under this procedure, residents will be considered adequately housed for the remainder of the tour unless the number of the sponsor's family members increases.

c. An applicant may elect, in writing, to be placed on a waiting list for housing with one bedroom more than that for which qualified. This may be done when—

(1) Sponsor or spouse is pregnant (as confirmed by medical authority) upon arrival at the installation.

(2) Adoption of a child has been approved by a court of competent jurisdiction.

d. Applicants may not be on more than one adequate housing waiting list at one time. Applicants may apply for adequate and standard housing at the same time.

e. Pregnant military personnel, otherwise without family members, may be placed on the waiting list when pregnancy is confirmed by medical authority.

f. Promotable applicants may elect, upon arrival at the installation, to be placed on the waiting list for housing designated for their promotable grade. Personnel who attain promotable status while occupying adequate housing may be authorized to go on the waiting list at the discretion of the installation commander.

g. If an applicant requests and is allowed to change from one waiting list to another, the date of eligibility will be the date of change to the new waiting list.

h. Sponsors will not be placed on a waiting list at the gaining installation prior to the soldier signing out at the losing installation. Soldiers must sign-in at the new duty station before assignment is made. DA Form 31 (Request and Authority for Leave) and DA

Form 137 (Installation Clearance Record) will indicate date departed last permanent duty station.

i. When a soldier is ordered on PCS with TDY en route, the spouse is authorized to apply for housing at the new duty station prior to the arrival of the sponsor. The effective date of the spouse's signing for housing shall not be earlier than the reporting date of the sponsor.

j. When there are wide differences in style, age, or location of family housing, waiting lists may be established for each type of housing. Applicants may apply for the type of housing desired and will be assigned accordingly except in foreign areas when such assignment would result in housing remaining vacant or in extended temporary lodging payments.

k. If the soldier is unable to accept housing for reasons beyond the soldier's control (for example, hospitalization, emergency leave, restrictive lease clause, unavoidable delay of family's arrival), the soldier will retain relative position on the waiting list.

l. If a specific offer of adequate housing is declined, the soldier's name may either be removed from, or placed at the bottom of, the waiting list. Subject to the provision of k above, the policy on housing assignment declination will be published and prominently displayed. Additionally, soldiers declining a specific offer of housing will sign a simple statement acknowledging the declination.

m. The relative position of the top 10 percent of personnel on each housing assignment waiting list will be stabilized (freeze zone). However, personnel in key and essential positions will be placed at the top of the freeze portion of the waiting list or immediately below other key and essential personnel (para 3-11).

n. Sponsors who have been given a firm (oral or written) commitment for housing will not be displaced by arriving families added to the waiting list.

o. The freeze zone may be extended beyond the top 10 percent to include the names of personnel who are scheduled to be assigned to housing within 60 days or deferred as authorized in k above.

p. Installation commanders may approve exceptions to waiting list policies under special circumstances such as extreme hardship, compassionate, or medical reasons.

q. Waiting lists to include name and eligibility date will be kept current and prominently displayed in a public area at the housing office.

3-9. Eligibility date

Eligibility date for placement on a waiting list or assignment to housing will be as indicated below provided application is made no later than 30 days after reporting to the new duty station.

a. PCS personnel (with or without TDY en route) arriving in—

(1) CONUS. Date departed last permanent duty station.

(2) OCONUS (including Hawaii and Alaska).

(a) Date departed last permanent duty station from another MACOM.

(b) Military personnel who are directed to transfer within or between OCONUS MACOMs prior to completion of their original OCONUS accompanied tour (their date expected to return from overseas (DEROS) does not change) will receive date departed last permanent duty station for original accompanied overseas tours. Military personnel who complete an original OCONUS accompanied tour and begin another OCONUS accompanied tour (their DEROS changes) will receive date departed last permanent duty station.

b. New accessions to the Army. Date of entry on active military service.

c. Personnel from a dependent-restricted overseas location. Upon completion of a dependent-restricted tour, including involuntary extension beyond initial tour, date departed previous duty station for the dependent-restricted tour or a maximum 14-month credit. Soldiers who obtain family members during the tour and were separated from those family members will receive credit only for time separated. Voluntary extensions beyond the initial tour negate all credit.

d. Personnel whose last permanent assignment was to a medical

holding detachment. Date departed last station where travel of family members and shipment of household goods was authorized.

e. All other personnel (including all civilians). Date of application.

3-10. Application, assignment, and termination documents

a. Application for Government family housing and off-post civilian housing will be on DD Form 1746 (Application for Assignment to Housing) (para 16-4). Information on DD Form 1746 will be supported by PCS orders or data will be verified by the Military Personnel Office. Copies of supporting documents will be retained in the soldier's housing assignment file. Housing Operations Management System (HOMES) generated applications may be used in place of the DD Form 1746.

b. Applicants will be informed of the availability of family housing through issuance of DD Form 1747 (Status of Housing Availability) (para 16-5). A HOMES-generated document may be used in place of the DD Form 1747.

c. All housing will be assigned and terminated by letter, memorandum, or locally developed form. Documents will be numbered consecutively by fiscal year and will contain the following information:

(1) *Effective date of assignment.* This will be the day housing is assigned.

(2) *Effective date of termination.* This will be the day housing is vacated, cleared, or date the soldier departs the installation on PCS, whichever is earlier, unless housing continues to be occupied by family members. (See para 7-18.) Housing staffs, in conjunction with other agencies, should help ensure that the soldier's BAQ entitlement starts and stops in accord with guidance provided in the DOD Pay Manual, tables 3-2-6 and 3-2-8.

(3) *Sponsor's rank, last name, first name, middle initial, social security number (SSN), and military organization.* If military spouse is assigned to or terminates the same housing, enter the spouse's rank, name, SSN, and military organization.

(4) *Housing address.*

(5) *Statement from the installation transportation officer that the cost of the move is either at Government or individual expense.* Moving expense guidelines will be in accord with Joint Federal Travel Regulations (JFTR). (See also para 1-18k for policy on local moves and nontemporary storage of household goods.)

(6) *Statement that the housing is to be occupied by the sponsor and family members.*

(7) *Statement that the housing is substandard (when applicable) and the amount of basic allowance for quarters (BAQ) to be forfeited.*

d. Distribution of assignment and termination documents will be as shown below.

(1) Military personnel.

(a) Original copy to individual.

(b) Two copies to the installation transportation office.

(c) One copy to soldier's unit commander.

(d) One copy to spouse's unit commander if spouse is military.

(e) Two copies to the servicing finance and accounting office (FAO) within 3 working days following assignment or termination.

(2) DOD civilian employees.

(a) Original copy to individual.

(b) Two copies to the installation transportation office.

(c) Two copies to the servicing civilian personnel office within 3 working days following assignment or termination.

(d) Two copies to the servicing FAO.

(3) Families of absent sponsors assigned to excess housing.

(a) Original assignment or termination document to soldier's spouse or authorized family member.

(b) Two copies of assignment or termination document to the servicing FAO within 3 working days of assignment or termination. Document will contain a statement to the effect that housing is for occupancy by the family of the absent sponsor.

(c) Two copies of assignment or termination document to sponsor's unit commander. When the sponsor's new organization is not known, send two copies to the Defense Finance and Accounting Service (DFAS)—Indianapolis Center, ATTN: DFAS-IN-J, Indianapolis, IN 46249-0001.

3-11. Key and essential personnel

a. Key and essential military and civilian employees are incumbents of designated key and essential positions as established by the installation commander. The duties of key and essential positions require the incumbents' immediate availability on the installation due to military necessity. Therefore, they must reside in Government housing.

b. The designation of key and essential positions will be kept to an absolute minimum to ensure maximum housing equity for all soldiers.

3-12. Substandard housing assignment

Personnel will not be mandatorily assigned substandard housing except for reasons of military necessity. Priority of assignment to substandard housing will be to enlisted personnel. Separate waiting lists will be maintained and assignment procedures will be as stated for adequate housing. Officers and civilians may be assigned substandard housing only after the enlisted waiting list is exhausted. Assignment to/application for substandard housing does not preclude soldiers from applying for adequate housing (chap 15, sec III).

3-13. Mandatory assignment (foreign areas only)

The installation commander may mandatorily assign adequate housing if necessary to maintain maximum occupancy. The following conditions apply:

a. Personnel will not be mandatorily assigned until all volunteer families, regardless of rank, are assigned.

b. Personnel will be mandatorily assigned only to housing adequate for their grade and bedroom requirement except in cases of military necessity.

c. Installation commanders will consider assignment of all personnel listed in table 3-3 before implementing mandatory assignment procedures.

d. Soldiers will be informed of housing availability and the possibility of mandatory assignments before or upon application for family housing. A DD Form 1747 may be used for this purpose (para 16-5). Soldiers who have been notified in writing that housing would not be mandatorily assigned will not be required to move on post, regardless of subsequent changes in housing availability.

e. Mandatory assignment will not be made if—

(1) Soldier has less than 1 year's duty time remaining at the installation.

(2) Such assignment would cause extreme hardship.

f. Personnel who make commitments for community housing after receipt of PCS orders without first reporting to the housing office may be mandatorily assigned.

g. If a soldier refuses to occupy Government housing, he or she will be advised in writing that housing allowances will be forfeited as long as housing adequate for their grade and bedroom requirement is available.

3-14. Home purchase statement

A DD Form 1747 may be used as a statement that the member will not be required to occupy Government housing. The statement will assist members to obtain Federal Housing Administration (FHA), Department of Veterans Affairs (VA), or other loans.

3-15. Mobile homes and mobile home spaces

a. Mobile home spaces in Government-owned parks are primarily for use by members accompanied by families. Mobile homes may be owned, leased, or otherwise acquired by the member. Potential occupants need not have possession of a mobile home at time of placement on the waiting list. If a soldier sells a mobile home to another soldier, the installation commander will determine if the mobile home must be moved from the space (para 12-8).

b. Contractor-owned and -operated mobile homes are not Government housing for assignment purposes. However, the housing office will maintain waiting lists, and provide prospective tenants to the contractor. Occupancy of these units does not preclude application by soldier for Government housing (para 12-7).

3-16. Other family housing programs

a. 10 USC 2835, or domestic build-to-lease, housing and both domestic and foreign Government-leased units are Government-controlled family housing for assignment purposes. (See para 11-5d.)

b. 10 USC 2836, or rental guarantee, housing is not considered Government-controlled housing for assignment purposes. A separate waiting list will be maintained and prospective tenants will be referred for occupancy. When 97 percent utilization by families cannot be maintained, unaccompanied or eligible DOD personnel will be referred. (See para 11-5d.)

c. Privately-owned Wherry housing is not Government-controlled housing for assignment purposes. However, the installation commander may certify prospective tenants to the owner (chap 15, sec II).

Section III

Occupancy of Family Housing

3-17. Occupancy by nonfamily members

Persons other than "family members", as defined in glossary, may be permitted to reside in family housing. The following apply in such cases:

a. Sponsor will request approval in writing through the housing office to the installation commander to allow nonfamily members to reside in housing.

b. Approval does not imply an extension of other benefits or privileges to which nonfamily members are not otherwise entitled.

c. When the installation commander is the sponsor, his or her immediate superior must approve the request.

d. Approved occupancy should be equitable for all soldiers and not adversely impact on health, safety, morale, or welfare of the installation.

e. Additional bedroom requirements are not authorized to accommodate nonfamily members.

f. If nonfamily member is also a member of a Military Service or family member of a military sponsor, his or her residence will be considered joint occupancy for assignment to family housing in determining housing allowances.

g. Storage of the sponsor's household goods at Government expense to accommodate the nonfamily member's household goods is not authorized nor is storage or shipment of nonfamily member's household goods.

h. Residence in housing overseas by nonfamily members must be consistent with applicable host nation laws, SOFAs, and other international agreements. Residence in government housing by nonfamily members under this policy does not make those individuals a "dependent of a member of the force" under current SOFAs. Such persons are not entitled to the rights and privileges afforded by these agreements.

i. The installation commander may revoke authorization for nonfamily members to reside in housing for misconduct or when in the best interests of the Army for reasons relating to health, safety, morale, or welfare on the installation.

j. Questions regarding occupancy of housing by nonfamily members may be referred to the supporting Office of the Staff Judge Advocate (OSJA) or legal counsel for assistance.

3-18. Civilian employees occupancy limitation

Key and essential civilian employees will continue assignment to family housing without time limitation. For other than key and essential civilian employees OCONUS, family housing assignments may be terminated after 5 years at the same geographical location. Civilian employees will be given written notification of this condition of occupancy at time of housing assignment. (See para 3-22.)

Section IV

Termination of Family Housing

3-19. Termination of housing

a. Unless otherwise authorized, family housing will be terminated by the soldier under the following conditions:

(1) When the installation ceases to be the permanent station of the sponsor.

(2) When the sponsor or family members no longer reside in the housing, except in those cases of joint custody where family members reside with the member for more than 6 months per year.

(3) Upon request of the sponsor, when occupying Government-owned substandard housing.

(4) Upon sponsor's retirement or separation from the Service.

(5) Upon request of the sponsor for personal convenience when termination does not result in vacant housing (foreign areas only).

b. Government housing may be terminated at the discretion of the installation commander under the following conditions:

(1) For medical, hardship, or compassionate reasons.

(2) For misconduct of the sponsor, family members, or guests.

(3) When residents are involved in misuse or illegal use of housing contrary to safety, health, or morale.

(4) Upon request of the sponsor when approved retirement date has been established.

(5) For repeated waste of energy resources (to include utilities).

c. In cases of involuntary termination, written notification should be provided to the resident at least 30 days prior to the termination date unless otherwise directed by the installation commander.

3-20. Exceptions to immediate termination

a. Exceptions to immediate termination are authorized when—

(1) Soldier is transferred to a hospital as a patient on PCS orders.

(2) Soldier is transferred with TDY en route to a new station where orders do not authorize movement of household goods to the TDY station. Under this condition, soldier may retain Government housing for occupancy of family members for up to 30 days after completion of TDY. Installations located in foreign countries must adhere to applicable host nation laws, SOFAs, and other international agreements.

(3) Soldier is ordered on PCS to school for a period of 1 year or less and will return to the same installation upon completion of school. If, upon completion of the school, the soldier is assigned to another installation, the soldier must terminate housing within 30 days after completing the school. Installations located in foreign countries must adhere to applicable host nation laws, SOFAs, and other international agreements.

b. When the member is reassigned from CONUS to OCONUS where family members are authorized and deferred family travel is approved, the installation commander will allow families to remain in housing up to 140 days after the sponsor's departure. PCS orders must be kept up to date by the absent soldier during the 140 days (20 weeks).

c. Installation commanders may permit family members of sponsors who depart an installation incident to PCS to remain in housing up to 90 days to preclude undue hardship. Installations located in foreign countries must adhere to applicable host nation laws, SOFAs, and other international agreements.

d. Family members of active duty soldiers assigned to a dependent-restricted area may retain housing until the sponsor completes the normal dependent-restricted tour (para 3-21). Installations located in foreign countries must adhere to applicable host nation laws, SOFAs, and other international agreements.

e. Family members of prisoners of war and family members of missing in action or other persons in a missing status as defined in AR 600-8-1, Chapter 8, and 37 USC 551 may continue to occupy their housing until status changes.

f. Family members of deceased military sponsors who died in the line of duty will be permitted to remain in assigned adequate housing without charge for a period of 180 days after sponsor's death (37 USC 403(1)(1)). Family members of deceased military sponsors

who are occupying substandard housing on the date of the sponsor's death will be permitted to remain in assigned housing, and the reimbursement for such housing will remain the same for a period of 180 days after the sponsor's death (37 USC 403(1)(2)). If housing is terminated prior to 180 days subsequent to death of sponsor, a copy of termination order will be forwarded to DFAS - Indianapolis Center, ATTN: DFAS-IN-JFC-C, Indianapolis, IN 46249-0001. If family members are permitted to occupy the housing beyond 180 days, an amount equal to soldier's housing allowances or appraised rental value (whichever is less) will be charged without exception. (MACOM commander may not grant exception.) Written notifications and agreements between the resident and the installation commander will ensure full understanding of the terms and conditions of continued occupancy.

g. In hardship cases, former Uniformed Service members and their family members, former Federal employees (or other residents) and family members, or family members of deceased Federal employees (or other residents), may be permitted to remain in assigned housing for a period not to exceed 60 days and will be charged in accord with AR 210-12. Written notifications and agreements between the resident and the installation commander will ensure full understanding of the terms and conditions of continued occupancy. Installations located in foreign countries must adhere to applicable host nation laws, SOFAs, and other international agreements.

h. In cases where soldiers must serve an unaccompanied overseas tour because an exceptional family member's authorized medical support cannot be obtained in the overseas area, CONUS installation commanders may permit family members of active duty soldiers to retain occupied Government-owned/-controlled housing until the soldier completes the normal unaccompanied tour. The following conditions must be met:

(1) Government housing was assigned prior to the sponsor's departure.

(2) Formal written request to retain housing or mobile home pad is made upon receipt of PCS orders. Request must contain—

(a) A current Exceptional Family Member Program endorsement.

(b) Certification from the overseas duty station medical authority that exceptional family member's authorized medical support cannot be obtained in the area of the overseas duty station.

(3) Soldiers who retain housing and are subsequently assigned to another CONUS installation upon completion of the overseas tour, must terminate housing within 30 days after returning to CONUS. Installation commanders may grant up to 60 additional days' occupancy when Government housing will be available at the new duty station within 90 days of return.

(4) Housing may be terminated by the installation commander if a sponsor extends the original unaccompanied overseas tour, or for other reasons. Written notification of termination should be provided to the resident at least 30 days prior to the termination date.

3-21. Retention of housing for sponsors on dependent-restricted tours

a. Soldiers who occupy family housing or Government-owned mobile home pads and are assigned to dependent-restricted tours may voluntarily retain such facilities at their last permanent CONUS, Hawaii, or Alaska duty station. When family members will continue to occupy the housing, the conditions below must be met.

(1) The tour is to an area where family member travel is restricted. (Election of an "all other tours" when assigned to an "accompanied tour" area waives retention option.)

(2) Government housing was assigned prior to sponsor's departure to the dependent-restricted area.

(3) Formal written request to retain housing or mobile home pad is made upon receipt of PCS orders.

(4) The family housing or mobile home pad must be occupied by the soldier's family members during the soldier's absence. If no adult family member will remain with the soldier's minor children, the individual designated in the soldier's family care plan approved under AR 600-20 may be designated in writing to assume responsibility for the care and conduct of the soldier's minor children. Any

nonfamily members so designated must be approved under paragraph 3-17 of this regulation.

b. Installations located in foreign countries must adhere to applicable host nation laws, SOFAs, and other international agreements.

c. When both husband and wife are members of a Military Service, retention of Government housing is authorized for the spouse with or without family members during a dependent-restricted tour.

d. Soldiers who retain housing during a dependent-restricted tour and are subsequently assigned to another CONUS, Hawaii, or Alaska installation upon completion of the tour, must terminate housing within 30 days after returning to the United States. Installation commanders may grant up to 60 additional days occupancy when Government housing will be available at the new duty station within 90 days of return.

e. Housing may be terminated by the installation commander if a sponsor extends the dependent-restricted tour.

f. Personnel listed below will not be authorized to retain currently assigned Government family housing. However, they will be eligible for priority assignment to other family housing at the same installation.

(1) Those occupying housing designated for the incumbents of specific duty positions.

(2) Those occupying housing reserved for service school attendees.

(3) Those occupying housing reserved for staff and faculty members at the U.S. Military Academy or the U.S. Army War College.

g. Exceptions to installation participation in retention of housing for sponsors serving dependent-restricted tours will be considered on a case-by-case basis. Requests will be forwarded through command channels to DAPE-HR-PR, DCSPER, 300 Army Pentagon, Washington, DC 20310-0300 for consideration.

3-22. Termination of housing occupied by civilians

a. Civilians will terminate housing under the conditions below.

(1) Employment or contract with DOD is terminated.

(2) Housing is no longer excess to the needs of the installation.

(3) Conditions of eligibility cease.

(4) When 5-year limitation of occupancy in overseas area expires except where housing is excess.

(5) Misconduct of sponsor, family members, or approved non-family members.

b. Written notification to terminate will be provided a minimum of 30 days prior to termination date. The notification will state the reasons for termination and the date the housing must be vacated.

c. OCONUS installation commanders may permit family members of civilian employees who are transferring within the same country to retain housing up to 90 days to preclude hardship. A written request must be submitted to the installation commander. Forfeiture of housing allowance or rental payment must continue.

3-23. Eviction and repossession of units

a. In the event a resident refuses to vacate family housing, installation commanders should first attempt all measures that are reasonable under the circumstances to make a peaceful recovery of the housing by nonjudicial means. Such measures may include counseling of the housing residents, assisting the housing residents to secure off-post housing, and referring the housing residents to charitable, religious, or social service organizations for assistance, as appropriate.

b. Installation commanders should consider the following circumstances in deciding what measures are reasonable under the circumstances:

(1) Whether there is a need for the housing to meet a higher priority requirement.

(2) Whether the resident was aware of the rules and regulations about family housing occupancy.

(3) Whether the resident faces special hardship by vacating the premises.

c. If taking such other measures does not result in the peaceful repossession of the housing, installation commanders should refer

the matter to their Staff Judge Advocate (SJA) or command legal counsel to determine whether legal proceedings, use of law enforcement authorities, or other measures are appropriate. In taking steps to initiate legal proceedings, the SJA or command legal counsel will follow the provisions of AR 27-40, chapter 4. (MACOM commander may not grant exceptions.)

Section V

Commercial Endeavors in Government Family Housing

3-24. Policy

Installation commanders are authorized and encouraged to permit limited commercial activities such as handicrafts, child care, and sale of products by sponsors and/or family members in Government-controlled family housing. In foreign areas, family housing residents may be subject to local host nation requirements as well as SOFA and customs regulations.

3-25. Establishment and operation

a. Requests for permission to conduct a home enterprise will be made in writing to the installation commander or his or her designee. Prompt action will be taken on each request and a written response provided. In reviewing requests, installation commanders will ensure that commercial endeavors are consistent with Federal, State, and local laws. Commanders should obtain assistance from the installation SJA. Additionally, the commander will consider local government licensing requirements, potential government liability, SOFA, host country business practices, and prospective advertising practices. Home enterprises cannot compete with or duplicate IMWRF or AAFES sales and services. In no instance will activities be authorized or continued when they will interfere with community tranquility or present safety hazards.

b. Structural changes to family housing are not authorized except in instances where Family Child Care homes must be upgraded to meet National Fire Protection Association (NFPA) 101 standards for a 1-hour fire barrier between mixed occupancies. In these cases, the cost for upgrading the walls will be borne by AFH or OMA. In all other cases, when practical and feasible, commanders should allow residents to make minor modifications. The costs of such modifications and restorations, if required, will be borne by the sponsor. (See para 7-25.)

c. Cost of utilities will be reimbursed to the Government at a rate jointly established by a representative of the installation commander and the sponsor. Charges may be waived when they are minimal and in the opinion of the installation commander reimbursement is not warranted.

Section VI

Eligibility, Assignment, and Termination of Permanent Party UPH

3-26. Categories of permanent party UPH

a. *Senior officer quarters (SOQ).* Housing designated for use by officers in grade of colonel(06) and above.

b. *Officer quarters (OQ).* Housing designated for use by officers in grade lieutenant colonel (05) through 2d lieutenant (01) and warrant officers.

c. *Senior enlisted quarters (SEQ).* Housing designated for use by enlisted personnel in grades sergeant major (E9) through sergeant first class (E7).

d. *Enlisted quarters (EQ).* Housing designated for use by enlisted personnel in grades staff sergeant (E6) and below (excluding trainees).

e. *Trainee barracks.* Housing designated for use by personnel in basic combat training (BCT) and one-station unit training (OSUT).

f. *Reserve Component support housing.* Housing designated for use by RC personnel.

3-27. Priorities of assignment

a. Priorities of assignment will be made per table 3-4. (Table 3-4 is located at the end of this chapter.)

b. Assignment of civilians shall be based on the comparison of military and civilian grades in table 3-1.

3-28. Waiting lists for senior officer quarters, officer quarters, and senior enlisted quarters

Waiting lists will be maintained and prominently posted at the billeting office. Personnel will be placed on the waiting list by date of eligibility as shown below if application is made within 30 days of arrival at new duty station. If not, eligibility date is the date of application. The top 10 percent of personnel on the waiting list will be stabilized (freeze zone). Key and essential personnel will be placed at the top of the list immediately below other key and essential personnel.

a. PCS personnel with or without TDY en route.

(1) CONUS. Date departed last permanent duty station.

(2) OCONUS including Hawaii and Alaska.

(a) Date departed last permanent duty station from another MACOM.

(b) Military personnel who are directed to transfer within or between OCONUS MACOMs prior to completion of their original OCONUS tour (their DEROS does not change) will receive date departed last permanent duty station for original overseas tour. Military personnel who complete an original OCONUS tour and begin another OCONUS tour (their DEROS changes) will receive date departed last permanent duty station.

b. New accessions to the Army. Date of entry on active duty.

c. Personnel whose last permanent assignment was to a medical holding detachment. Date departed last duty station from which member was assigned to medical holding detachment.

3-29. Assignment of housing to permanent party personnel

a. Assignment of SOQ, OQ, and SEQ will be made in writing by the Housing Office. It will include the date of assignment and housing identification and be forwarded to the individual's servicing FAO within 3 working days following assignment. A local form letter or memorandum with consecutive control numbers will be used for assignments and terminations. Written orders are not required for housing assigned in bulk to units and activities.

b. Incoming military personnel in the grade of staff sergeant(E6) and above and officers on a current promotion list may be assigned at their option to the category of housing for the grade to which they will be promoted. Personnel who attain promotable status while occupying adequate housing may be authorized to go on the waiting list for their promotable grade at the discretion of the installation commander.

c. Personnel will not be required to occupy housing that does not meet adequacy standards except for military necessity. Mandatory assignment to inadequate housing solely to limit payment of BAQ is not authorized. World War II wooden barracks will not be used as required housing for permanent party personnel. (See para 5-2b.)

d. Unaccompanied soldiers married to soldiers on separate tours will be assigned to permanent party housing on the same basis as unmarried personnel.

e. Assignment and use of housing under a unit integrity concept is authorized provided the overall installation occupancy rate for UPH(PP) does not fall below 95 percent as determined by the housing manager. (MACOM commander may not grant exceptions.) Where necessary, the commander will direct assignment of personnel from outside organizations into unit-managed space to—

(1) Obtain maximum utilization of adequate housing assets.

(2) Reduce use of substandard assets.

(3) Eliminate payment of housing allowances to personnel who can be adequately housed in Government housing.

f. Soldiers entitled to BAQ at the "with dependent" rate may not be assigned UPH in excess of minimum space adequacy standards without affecting BAQ except under the following conditions (DOD 7000.14-R, Volume 7A, para 260301C):

(1) It is the only UPH available and no unmarried soldier or

soldier entitled to BAQ at the "without dependent" rate is housed in UPH not meeting minimum space and adequacy standards, and

(2) The housing is made available for joint occupancy.

g. Installation commanders may maintain adequate barracks carried in the UPH report as "excess space" in active status to provide more space and privacy to priority I and II personnel.

3-30. Assignment of housing to chaplains

a. Chaplains entitled to BAQ at the "without-dependent" rate worldwide and chaplains on "all others" or dependent-restricted tours, regardless of grade, will be provided a private UPH apartment. It will consist of a bedroom, bathroom, living room, and kitchen or kitchenette. If a UPH apartment is not available or is not adequate, they may compete for family housing (paras 3-3d, 3-6n, and 5-5b).

b. Chaplains entitled to BAQ at the "with dependent" rate are subject to the limitation set forth in paragraph 3-29f. If UPH is not available or is not adequate, they may compete for family housing (paras 3-3d, 3-6n, and 5-5b).

3-31. Assignment of housing to unaccompanied law enforcement, criminal investigation, and counterintelligence personnel

a. Enlisted military police and personnel assigned to military police units will be billeted in facilities separate from other soldiers, including those areas of barracks separated by wings or floors. Personnel may be billeted in OQ or SEQ when available.

b. Enlisted Criminal Investigation Division (CID) special agents and laboratory examiners will be billeted with other CIDC personnel in facilities separate from other soldiers, or they may be billeted in OQ or SEQ. Enlisted CIDC administrative personnel will normally be billeted with CIDC personnel or with military police personnel. If suitable facilities are not available, CID special agents, laboratory examiners, and administrative personnel may be given a CNA.

c. Enlisted counterintelligence (CI) soldiers requiring special billets, as certified by their commanders, must be billeted with other CI soldiers in facilities separated from other soldiers. When facilities are not available, they will be housed in OQ or SEQ or given a CNA.

d. MACOM commanders may not grant exceptions to the provisions in a through c above.

3-32. Assignment of housing to Reserve Component personnel

a. *Initial active duty for training (IADT)*. These RC personnel are considered trainees and will be billeted in the same manner as active Army trainees.

b. *Annual training*. When performing AT with a unit (to include individual travel but joining the unit) RC personnel will be assigned Government housing regardless of adequacy. However, commanders should ensure that this does not result in conditions dangerous to health or safety. RC personnel on AT as individuals (such as Individual Mobilization Augmentation (IMA) soldiers) in a per diem status should be housed on the same basis as other personnel of equal grade and duty status. RC personnel on AT as individuals not in a per diem status will report to their local supervisor for housing assistance. (See para 2-36a(2)(e).)

c. *Active duty for training (ADT), active duty for special work (ADSW), and active duty (AD)*. RC members performing ADT, ADSW, or AD will be housed the same as AC members. If performing ADT with a unit, these personnel will be housed on the same basis as the unit.

d. *Inactive duty training*. RC members performing IDT at home station may be provided permanent party housing or housing normally set aside for RC use, if available. If permanent party housing is not available these soldiers may be authorized to occupy VQ on a space available basis. Such occupancy will be at individual's expense.

e. *AC soldiers attending RC courses of instruction*. These students will be required to occupy housing according to the policy set by the school commandant and the installation commander. The AC

soldier will be provided housing in the same manner as for other students (either AC or RC) attending the course.

f. AC participants in RC unit activities. AC personnel who directly participate in maneuvers, exercises, war games, Army Training and Evaluation Programs (ARTEPs), or in field exercises conducted by RC units during AT or IDT will be provided housing (to include tentage) without charge and without regard to adequacy.

g. RC support housing. Housing designated for use by RC personnel. The installation commander or appropriate representative will assign, terminate, and determine adequacy standards of RC support housing.

h. Active Guard Reserve personnel.

(1) Title 10 personnel. Title 10 USC AGR personnel without family members will be assigned UPH per priorities outlined in table 3-4.

(2) Title 32 personnel. AGR personnel serving on active duty pursuant to Title 32 USC who are attending service schools will be housed on the same basis as other students. A maximum tenancy of 4 years may be established for Title 32 USC AGR personnel.

3-33. Assignment of housing to civilian employees

a. Civilian employees shall rely primarily on private communities for housing support, except for military necessity.

b. Civilian employees who occupy key and essential positions may occupy housing without time limits.

c. In CONUS, Alaska, and Hawaii DOD civilian employees who occupy UPH(PP) will pay a rental charge determined per AR 210-12. When American Red Cross personnel are provided Government housing in the United States, Red Cross personnel or the American National Red Cross shall pay the rental charge established per AR 210-12.

d. In foreign countries and U.S. possessions and territories where DOD U.S. citizen civilian employees (both APF and NAF) recruited in the United States and American Red Cross personnel cannot obtain suitable housing in civilian communities, the overseas commander may authorize them to occupy housing on a rental basis per AR 210-12. DOD U.S. citizen civilian employees (both APF and NAF) and DOD-sponsored U.S. citizen civilian contractor personnel will forfeit their housing allowances or LQAs. Forfeited allowances will be transferred to the appropriate account as a reimbursement. In foreign countries, Red Cross personnel will be furnished housing on the same basis as DOD civilian employees. The overseas commander will limit occupancy by other than key and essential civilian employees to 5 years at a single geographical location to maintain equity and reasonable distribution of assets.

3-34. Assignment of housing to foreign military personnel

a. Foreign Military Trainees (FMT) are on Invitational Travel Orders. Insofar as possible, FMT will be housed in permanent party housing (assignment priority V).

b. Personnel Exchange Program and integrated personnel function as fully integrated members of the U.S. Army. They are housed on the same basis as equivalent U.S. personnel.

c. Special Projects Personnel (foreign military and civilian) participate in a specific project, study, or program which will mutually benefit the U.S. and parent Governments. They will be housed (assignment priority V) unless an MOU or MOA dictates otherwise.

d. Liaison personnel function entirely in behalf of their parent Governments and are precluded from functioning as PEP/integrated or special projects personnel. They will be housed only when housing is excess to U.S. military requirements unless an exception is approved by the MACOM or an MOU or MOA dictates otherwise. In granting exceptions, commanders will ensure uniform application regardless of country represented.

3-35. Conditions of termination

a. Assignments to UPH(PP) will be terminated in writing under the following conditions:

(1) When the installation ceases to be the permanent station of the soldier.

(2) When the housing is required for higher priority personnel.

(3) On request of a soldier—

(a) Voluntarily occupying inadequate housing.

(b) As a single soldier in the grade of sergeant first class (E7) or above who desires to reside off post, except as described elsewhere in this chapter.

(4) When housing that was constructed for use of military personnel, but leased to civilian employees, is required to meet the military housing needs of the installation.

(5) When family members are located within 1 hour commuting distance of the installation.

(6) At the discretion of the installation commander, when a soldier no longer performs the duties of the position that entitled him or her to occupy that particular housing.

(7) Under conditions other than (1) through (5) above when approved by the installation commander.

b. In cases of involuntary termination of housing, the installation commander will notify the individual concerned in writing stating the conditions of termination. Thirty days advance notice will normally be given.

3-36. Authority to live off post

a. Permanently assigned personnel in the grade of sergeant first class (E7) and above who are entitled to BAQ at the “without dependent” rate may elect to reside off post. This election may be denied only if it would adversely affect a training mission, military discipline, or military readiness. (MACOM commanders may not grant exceptions.)

b. Installation commanders may authorize single soldiers in the grade of staff sergeant (E6) and below to reside off post under the following conditions:

(1) When adequate housing is not available and military necessity is not a factor.

(2) When the soldier is pregnant.

(3) When the soldier has purchased a home near the installation prior to notification of assignment to that installation.

c. When a soldier married to another soldier without family members who resides off post and one of the soldiers departs on a separate tour, the other soldier will not be ordered to return to permanent party housing.

d. Personnel who are authorized to reside in the civilian community shall receive CHRRS counseling on the Equal Opportunity in Off-post Housing Program before negotiating a rental or lease agreement for community housing.

3-37. Nonavailability of adequate permanent party housing

a. If adequate housing is not available, a CNA will be issued. When a member in the grade of staff sergeant (E6) or below is authorized to live off post and receives BAQ at the “without dependent” rate, the soldier will be informed in writing that one of the following applies:

(1) “Housing may be made available to you within 12 months of your arrival. You should make temporary or semipermanent arrangements off post at your discretion.”

(2) “Housing will not be made available during your tour of duty, and you should make permanent billeting arrangements off post.”

b. If UPH(PP) becomes available, soldiers in the grade of staff sergeant (E6) through private (E1) residing off post and receiving housing allowances at “without dependent” rate will be required to occupy UPH. However, involuntary assignments will not be made if the installation commander determines that financial hardship will occur.

c. Installation commanders will assign responsibility to the housing organization for issuance, control, and recordkeeping of CNAs for TDY lodging and mess and for BAQ at the “without dependent” rate. A quarterly review of all current CNAs and available UPH will

be made. The review should consist of an assessment of available adequate UPH assets and current CNAs within each unit.

Section VII

Eligibility for and Assignment of Army Lodging

3-38. Army lodging operations

a. Army lodging provides short-term accommodations for official visitors to the installation and military personnel who are temporarily without permanent housing due to PCS. Army lodging includes both UPH(TDY) and GH. (See para 2-28b.) Facilities, furnishings, services, and other amenities should be comparable to moderately-priced commercial hotel and motel accommodations.

b. Mandatory assignment to Army lodging facilities that do not meet adequacy standards solely to limit payment of BAQ or reduce per diem allowance is not authorized.

c. To ensure maximum utilization of Army lodging, a central office within the local housing organization will be responsible for nonavailability control number procedures. Administrative costs incident to control and issuance of CNAs should be paid from APFs. If UPH(TDY) facilities are fully occupied, TDY personnel may occupy GH.

d. Handicapped travelers accompanied by service animals that assist them, for example, guide dogs for the blind, will be permitted to have their animals with them in their accommodations.

e. Twenty-four hour check-in and check-out service will be provided. When 24-hour service is not appropriate within the billeting activity, another installation activity will be designated to assist visitors arriving or departing during nonduty hours.

3-39. Distinguished visitor quarters

a. DVQ may be established from existing UPH(TDY) assets to provide accommodations for distinguished officer visitors. TDY visitors in the rank of colonel (06) and above, equivalent grade DOD civilians, and the Sergeant Major of the Army will have priority for occupancy of DVQ.

b. When DVQ are not required for distinguished visitors, they will be assigned to other visitors. The billeting office will ensure that CNAs are not being issued when TDY personnel can be accommodated.

c. When DVQ are established the Billeting Fund Manager is responsible for assuring service charges are set at a level sufficient to meet operating costs for these activities. The service charge computation formula at appendix C may be used to set DVQ service charges separate from other VQ service charges.

3-40. Authority to occupy Army lodging facilities

a. *Personnel authorized to occupy UPH(TDY).*

(1) The following personnel may occupy UPH(TDY) and receive confirmed reservations:

(a) TDY military and TDY DOD civilians.

(b) PCS military personnel, with or without family members, or family members alone, when GH or permanent housing is not immediately available.

(c) U.S. and foreign guests of the Military Services, and guests of the Armed Forces as determined by the installation commander. Payment of the service charge is required.

(d) USAR, ARNG, and Reserve Officers Training Corps (ROTC) personnel on ADT, ADSW, or performing AT as individuals and scheduled IDT (para 3-32d).

(e) TDY foreign nationals or foreign military trainees engaged in or sponsored by military assistance or similar training programs.

(f) Military family members on medical TDY orders.

(2) When space is available, the following personnel may occupy UPH(TDY):

(a) RC personnel not otherwise addressed in (1) above (including personnel not under orders, paid retirees, and gray area retirees), active duty retirees, military personnel on leave, military personnel granted permissive TDY, family members and guests of military personnel assigned to the installation if GH space is not available.

(b) Nonmilitary uniformed personnel of the U.S. Public Health Service and the National Oceanic and Atmospheric Administration, foreign military personnel, and U.S. Coast Guard, when authorized by the installation commander.

(3) Personnel eligible for UPH(TDY) on a confirmed reservation basis will compete on an equal basis for UPH(TDY).

(4) Personnel eligible for UPH(TDY) on a space available basis will compete on an equal basis for UPH(TDY).

(5) Soldiers in promotable status may be assigned to housing of the next higher grade upon presentation of proof of pending promotion.

(6) Except for active duty military personnel on leave and retired military personnel, at the discretion of the installation commander, personnel who occupy UPH(TDY) on a space available basis will pay the fair market rental rate. However, RC personnel (not addressed in (2)(a) above), who use UPH(TDY) on a space available basis when GH is not available, may be charged a service charge, instead of a rental rate, if their status is the same as other soldiers paying service charges. (MACOM commander may not grant exceptions.)

b. *Personnel authorized to occupy GH facilities.*

(1) The following personnel may occupy GH facilities and request a confirmed reservation:

(a) PCS soldiers and their family members or family members alone who are temporarily without permanent housing. (When in PCS status and receiving TLA or TLE, personnel must occupy GH facilities, when available. If GH facilities are not available, the soldier's certification is required to support any voucher. Failure to do so could affect TLA or TLE reimbursement.) (See JFTR, paras U5705-B and U9201-B.)

(b) PCS DOD civilian personnel with or without family members or family members alone who are in overseas and foreign locations and are temporarily without permanent housing.

(c) Families, relatives, and guests of hospitalized soldiers or their families.

(d) Active and retired military personnel and family members undergoing outpatient treatment at a medical facility and who must stay overnight.

(e) Official guests of the installation as determined by the installation commander.

(f) Soldiers or their family members when visiting the installation incident to interment of the soldier or family members.

(2) When space is available, the following personnel may occupy GH facilities:

(a) TDY soldiers and TDY DOD civilian personnel when UPH(TDY) facilities are not available.

(b) All RC personnel (including members not under orders, paid retirees, and gray area retirees), not otherwise addressed in b(1) above.

(c) Active duty retirees with or without family members.

(d) Members of U.S. Coast Guard, Public Health Service, and National Oceanic and Atmospheric Administration.

(e) PCS DOD civilians with or without family members in CONUS.

(f) Soldiers on leave not incident to PCS, with or without family members, family members alone, and relatives and guests of soldiers assigned to the installation.

(3) Personnel eligible for GH on a confirmed reservation basis may compete on an equal basis or the installation commander may establish priorities within the categories listed in (1) above to meet the needs of the installation.

(4) Personnel eligible for GH on a space available basis may compete on an equal basis.

(5) RC personnel shall be accommodated in GH on the same basis as soldiers on active duty. MACOMs shall supplement the GH reservation-eligible list if they determine that space available access does not provide "same basis" accommodations.

c. *Medal of Honor (MOH) recipients.* MOH recipients of all services are authorized Army lodging facilities at the discretion of the installation commander. Active duty, retired, and discharged (without retirement) MOH recipients may receive priority placement

and confirmed reservations in UPH(TDY), or guest house. A DVQ may be assigned regardless of military pay grade. The established service fee applies.

3-41. Worldwide listing of Army installations without Government TDY housing and/or dining facilities

a. USACFSC(CFSC-HD-O) will issue periodically a message which provides a worldwide listing of Army installations without Government TDY housing and/or dining facilities. The message will be updated or superseded by a new message as necessary to reflect the current situation.

b. Military or civilian personnel on TDY to installations contained in this message are not required to obtain CNAs for Government housing and/or mess, as applicable. (See JFTR, Volume 1, para U4155-C and Joint Travel Regulations (JTR), Volume 2, para C1055.2.)

c. Agencies issuing orders will cite the current version of this message as authorization to reimburse TDY travelers for lodging and/or meals without soldier's certification to support any voucher.

3-42. Reservation system

a. UPH(TDY).

(1) Installation Billeting Offices will establish a reservation system and a CNA "paperless" control system. Travelers are required to call the lodging office to obtain either a reservation or, if unavailable, a control (CNA) number for UPH(TDY) and/or Government dining facilities. Travelers are responsible for entering the control number on their travel orders or voucher. The following procedures will be used by Army lodging operations:

(a) When a traveler calls requesting reservations, the Billeting Office is responsible for determining the availability of adequate Government UPH(TDY). If UPH(TDY) is available, a reservation is made for the traveler. If UPH(TDY) is not available, the control number generated by the HOMES Billeting Module ("CNA Number") is provided to the traveler to confirm nonavailability of Government UPH(TDY).

(b) Installations without the HOMES Billeting Module will maintain a manual system of sequential control numbers.

(c) For auditing purposes, Billeting Offices will either retain a paper copy of the CNA in the Billeting Office or maintain a log with the control number ("CNA Number"); date of CNA issuance; and traveler's name, social security number, grade, status (that is, PCS, TDY, leave, other (identified)), and requested dates of stay. The HOMES automated log is sufficient to meet this requirement.

(2) Reservations should not be held beyond 1800 hours unless the Billeting Office is notified of late arrival.

(3) TDY travelers will be issued a CNA control number when UPH(TDY) reservations cannot be confirmed within 10 days of the requested arrival date. Neither the availability of GH facilities nor occupancy of GH facilities by TDY travelers shall be considered appropriate reason to withhold issuance of CNAs to TDY personnel.

(4) The policy set forth in (1) through (3) above does not apply to students attending Army service schools if other group reservation/assignment procedures are used.

b. GH facilities.

(1) Reservations will be on a first-come basis without regard to rank, race, color, religion, gender, national origin, handicap, or familial status. Reservations should be accepted at least 30 days in advance of requested date. Confirmation should be provided as early as possible.

(2) Reservations should not be held beyond 1800 hours unless the Billeting Office is notified of late arrival.

c. *Guaranteed reservations.* UPH(TDY) and GH reservations for guaranteed late arrival may require either a credit card or an advanced deposit guarantee where such policies are established in coordination with the local SJA.

d. *Army Central Reservation Center.*

(1) The ACRC is established as a service to travelers, allowing use of toll-free numbers, 24 hours a day, to make worldwide reservations in Army operated Army lodging.

(2) Travelers are encouraged to call the ACRC for all reservations; however, they may call the installation directly.

e. *Washington, DC Area Lodging Success Program.*

(1) The LSP is both a service for travelers to the Washington, DC area and a means to lower per diem costs to the Army through the use of commercial contract hotels.

(2) All Department of the Army overnight TDY travelers to the Washington, DC area are required to use the Army toll free number to book commercial contract hotel reservations.

(3) The issuance of "paperless" CNA control numbers for the LSP Government contract housing is the responsibility of the ACRC. Procedures and controls will be followed as set forth in a(1) above.

3-43. Assignment to UPH(TDY)

a. Unless otherwise prescribed in this chapter, personnel shall not be required to occupy housing that does not meet adequacy standards except for military necessity.

b. Commanders of training activities may determine that TDY students or trainees must reside on the installation to complete training requirements effectively, regardless of adequacy standards.

c. Exceptions to mandatory assignment to adequate UPH(TDY) for civilian and military personnel will be annotated on the traveler's orders in accord with the JFTR or JTR, as appropriate.

d. Travel orders issuing agencies must ensure that TDY travel to an installation is clearly shown on the orders. Travelers may not cause their orders to indicate TDY at a particular city if their TDY is in fact to an installation. Travelers must contact the ACRC or installation Billeting Office prior to securing off-post hotel or motel lodging to obtain a CNA.

e. The assignment of UPH(TDY) for a specific time to an individual in TDY status will normally be all inclusive. Issuance of CNAs for weekends and holidays is not authorized. However, the traveler is authorized to return home or to the home station and receive payment of travel allowances which cannot exceed the cost of remaining at the TDY location. In this instance, the TDY person will check out of housing and no CNA will be issued. If UPH(TDY) is not available upon return to TDY station, a CNA will be issued.

f. Personnel traveling as a team will be housed in the same or nearby facilities when it is necessary to accomplish the TDY mission. If TDY housing is not available for all members of the team, then each member may be issued a CNA. Orders should state that such requirement exists.

g. DOD personnel who are physically disabled shall not be required to occupy Government-owned or -controlled housing at the TDY station if housing will not accommodate their disability.

3-44. Duration of assignment

a. For personnel neither on TDY nor traveling as guests of the Armed Forces, the limit for UPH(TDY) and GH occupancy is 30 days, except in cases of personal hardship or military necessity. Under circumstances of personal hardship or military necessity, the installation commander may grant extensions on a case-by-case basis.

b. Eligible soldiers occupying UPH(TDY) and GH are not precluded from drawing BAQ if—

(1) The occupancy occurs while such member is in a duty or leave status incident to a PCS and occupancy does not exceed 30 days.

(2) The installation commander has granted an extension of the 30 days' occupancy limitation in cases of personal hardship or military necessity.

(3) The occupancy occurs while such member is in a leave status not incident to a PCS and does not exceed 14 consecutive days. (MACOM commanders may not grant exceptions.)

(4) The soldier occupying UPH(TDY) or GH is drawing BAQ at the "with dependent" rate and is not accompanied by family members.

3-45. Installation privileges for TDY civilians

a. Civilian employees on official duty and billeted in Government-owned housing are authorized to use exchanges to buy items

incident to their TDY, food services (convenience stores and Government dining facilities), and recreational facilities owned, operated, or under the jurisdiction of the DOD at the TDY location, unless prohibited by foreign law, technical arrangement, or other agreement.

b. The billeting office will annotate the dates of occupancy on the orders of TDY civilians residing in Government housing. The orders may then be used as the authority to use on-post facilities.

Table 3-3
Priority of assignment for family housing

Priority	Personnel category (See notes 1, 2, and 3.)
1	Key and essential military and civilian personnel.
2	<p>Personnel in pay grades for whom the housing has been designated in equal priorities—</p> <p>Military personnel and authorized civilian employees assigned or attached for duty at the installation.</p> <p>Army personnel not assigned or attached to an installation but assigned for duty within one hour commuting distance of the installation.</p> <p>Independent duty personnel of any Service working within one hour commuting distance of the installation. (See note 4.)</p> <p>Military personnel of other Services assigned for duty within one hour commuting distance of the installation for whom support agreements for housing have been established.</p> <p>Personnel Exchange Program and integrated personnel assigned or attached to the installation.</p> <p>Active Guard Reserve (AGR) personnel serving on active duty pursuant to Title 10 United States Code (10 USC) and who are assigned or attached for duty at the installation or within one hour commuting distance of the installation.</p> <p>National Guard personnel serving on active duty pursuant to Title 32 USC who are assigned to tenant units on the installation. The installation commander may establish a maximum tenancy of four years for these personnel.</p> <p>Other personnel for whom support agreements executed at the Secretary of the Army level exist which direct specific assignments.</p>
3	Army personnel not assigned to an installation but assigned outside the one-hour commuting distance boundary who request housing support. An housing support agreement is required.
4	Military personnel of all Services; including 32 USC AGR for whom support agreements have not been established and who are assigned or attached for duty within one hour commuting distance of the installation. A maximum tenancy of four years may be established for AGR personnel.
5	<p>Other personnel for whom support agreements for housing have been established—</p> <p>Foreign military students, foreign liaison personnel, other allied military personnel, and special projects personnel assigned or attached to the installation.</p> <p>Nonmilitary uniformed personnel of the Public Health Service and the National Oceanic and Atmospheric Administration and U.S.Coast Guard personnel assigned or attached to the installation.</p> <p>Other personnel for whom support agreements executed at the SA level exist which allow the installation commander to make directed assignments.</p>
6	In CONUS, unaccompanied families of military personnel.

Notes:

¹ The installation commander may deviate on a case-by-case basis to alleviate undue hardships.

² Subparagraphing within personnel categories is not intended as an order of assignment priority but as an explanation or clarification of types of personnel in a given priority.

³ Housing may be assigned to personnel one pay grade category above or below that for which the housing is designated.

⁴ If there is more than one installation (with family housing) within commuting distance of the independent duty site, the nearest one (by travel time in normal commuting hours) shall be the family housing provider unless another installation consents to a transfer of the responsibility.

Table 3–4
Priorities of assignment for SOQ, OQ, SEQ, and EQ

Priority	Personnel category (See note 1.)
I	Key and essential personnel (military and civilian) who must reside on post due to military necessity.
II	Permanent party military personnel assigned or attached for duty at the installation including PCS students who are entitled to BAQ at the 'without dependent' rate; eligible unaccompanied civilian personnel OCONUS (see para 3-33d); personnel on a family member restricted tour; and unaccompanied personnel serving all other tours (excluding Hawaii and Alaska).
III	Permanent party unaccompanied military personnel receiving BAQ for support of family members due to divorce or separation (court ordered decree or OSJA separation agreement), or individuals with legally supported family members, for example, children or parents. (See note 2.)
IV	Service members in CONUS, Hawaii, Alaska, and U.S. territories entitled to BAQ at the 'with dependent' rate but not accompanied by family members for personal reasons (that is, geographic bachelors). (See note 2.)
V	Title 32 Active Guard Reserve (AGR) assigned or attached for duty within commuting distance of the installation; and foreign military personnel. (See paras 3-32 and 3-34.) (See note 2.)
VI	Military and civilian personnel not otherwise eligible. (See note 2.)

Notes:

¹ Title 10 soldiers whose duty assignments are within 1 hour commuting distance of the installation will be treated the same as those members assigned to the installation.

² Personnel in priorities III through VI are assigned on a space-available basis, and are not required to participate in a waiting list for UPH(PP); are not required to occupy UPH(PP); and are not required to obtain a certificate of nonavailability (CNA). Minimum standards of adequacy do not apply to residents in these categories. Prior to assignment, these individuals should be advised in writing they may be required to vacate housing for personnel in priorities I and II upon 30-days notice. Housing Managers must determine whether diversion to other use (for example, UPH(TDY) is appropriate if UPH(PP) 'space available' situation persists. The maximum period that a Title 32 member may reside in Government housing is 4 years.

Chapter 4

Adequacy Standards

4–1. Scope

This chapter sets forth adequacy standards for housing. These adequacy standards should not be confused with the special procedures used for family housing identified to Congress prior to 1973 as substandard (see para 15-8).

4–2. Types of standards

In the housing arena there are two basic types of standards that must be considered. These are construction design standards and adequacy standards. Although interrelated, these standards have different purposes and are therefore separate, even though a construction design standard may be the same as an adequacy standard. Construction design standards pertain to the design and construction of facilities. They are operative before acceptance and occupancy of the constructed facility. On the other hand, adequacy standards are concerned with use. They apply after occupancy of the facility.

a. Construction design standards.

(1) For the most part construction design standards are technical in nature. They are intended to ensure the production of safe, sound, functional housing that will last for a reasonable time.

(2) These standards address such factors as, siting, layout, size, capacity, material, strength, durability, structural integrity, maintainability, aesthetics, color, style, and safety. By reference they incorporate a host of national codes whose primary purpose is to ensure the survivability of the structure and its components and hence the safety of the users.

(3) Construction design standards come into play before-the-fact. They are the parameters within which new housing is constructed and existing housing is modernized.

(4) Construction design standards are set forth in architectural and engineering instructions (AEI), in design guides (DG), and in Army standard design packages (para 10-5).

b. *Adequacy standards.* These standards are yardsticks to measure how well a particular housing facility serves its use. They are applied after-the-fact and tend to be more qualitative in nature. They focus not only on the size, configuration, and safety of the housing facility, but also on the condition, services, and amenities which tend to make the housing compatible with contemporary standards of livability.

c. *Confusion of standards.* Construction design standards should

not be confused with adequacy standards. There is an essential difference between the two standards. Construction design standards tend to focus on maximum allowances, while *adequacy standards address minimum acceptables*. It should not be assumed that construction design standards and adequacy standards are the same for a particular facility type.

4–3. Adequacy standards for Government-controlled family housing

a. The installation commander will determine the adequacy of family housing per the standards below. Appearance and habitability should be reviewed at least annually.

b. Family housing units which equal or exceed the following standards are considered adequate:

(1) *Location.* A housing unit should not be located in close proximity to sources of objectionable noise, odors, and health and safety hazards to residents. Reasonable proximity to runways, industrial areas, troop areas, and ammunition storage areas is characteristic of many installations. Therefore, the influence of this factor should be limited to those cases where unacceptable proximity results in persistent annoyance or hazard.

(2) *Site conditions.*

(a) *Drainage.* Suitable drainage and soil stabilization should be provided.

(b) *Access.* Suitable roadways, sidewalks, and steps should be provided as necessary for convenient access to DUs.

(c) *Parking.* Off-street parking shall be provided (up to a maximum of two cars per DU).

(3) *Size.* The *minimum* areas in net square feet (NSF) for DUs are listed in table 4-1. (*Maximum* areas in NSF are contained in table 10-1.) Only in unusual circumstances will a DU be declared inadequate because of insufficient space. A DU shall not be classified as inadequate on the basis of the current resident's grade if the DU is adequate for a lower grade.

Table 4–1
Minimum net floor area per family housing DU (see notes 1 and 2.)

Number of Bedrooms: 1
Space (SF): 550